

How to mark a book MISSING in Alma

1. Look for the title in the Search box
2. Find the correct record
3. Click on the blue link "Items," located to the right of the title.
4. Click on the three dots on the right
5. Click "Toggle Missing Status"
6. Exit out

The screenshot shows the Alma search results page. At the top, there's a navigation bar with links like 'Manage Patron Services', 'Scan In Items', 'Return Items', and 'Monitor Requests & Item Processes'. Below this, a search bar contains the text 'The holographic universe /'. To the right of the search bar are buttons for 'Advanced' and 'Save Query'. Below the search bar, there are tabs for 'Institution' and 'Community'. The results are sorted by 'Title - Asc' and 'Secondary Sort by: Rank'. The first result is 'The holographic universe / Michael Talbot.' with details: 'Book (Book - Physical) By Talbot, Michael, (New York, NY : HarperCollins Publishers c1991.)', 'Language: English', 'ISBN: 006016381X (cloth) :', 'Record number: ocm23218578', 'MMS ID: 992340843803559', 'Creation Date: 04/05/2017 02:55:34 AM EDT', 'Modification Date: -', and 'Edition: 1st ed.'. Below the details, there are buttons for 'Holdings', 'Items', and '...'. At the bottom, there are links for 'Physical (1)', 'Electronic', 'Digital', and 'Other details'.

The screenshot shows the Alma holdings page for 'The fall and rise of Jimmy Hoffa. Sheridan, Walter, 1925- Saturday Review Press New York, [1972] [0841502021]'. The page displays the title, author, and location: 'Carlson Library: Carlson Main Le...'. The MMS ID is 99458643803559. Below this, there's a search bar with 'Call number' and a search button. To the right, there's a 'Sort routine' dropdown. Below the search bar, there are buttons for 'Add Item', 'Bind Items', 'Change Holdings', 'Open Predicted Items', and 'Relink to an...'. Below these buttons, there's a table with columns: 'Status', 'Year', 'Volume', 'Description', 'Receive Date', 'Barcode', 'Library', 'Location', 'Call Number', 'Item Call Number', 'Description', 'Tempora Location', 'Status', 'Process type', and 'Rec date'. The table has one row with the following data: '1', '39363001399952', 'Carlson Library', 'Carlson Main Level 3', 'HD6515.T3 S5 1972', '-', '-', 'No', 'Item in place', '-', '08/05/1997', '-', '-', and '...'. To the right of the table, there's a 'View' dropdown menu with options: 'Edit', 'Duplicate', 'Change Location', 'Toggle Missing Status', 'Work Order', and 'View hidden'.